

## PARKING METER MECHANIC SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
3281	Parking Meter Mechanic I	15	069	6 mo.	10/19/89
2604	Parking Meter Mechanic II	15	069	6 mo.	10/19/89

Promotional Line: 252

### Series Narrative

Employees in these classes maintain, repair, and inspect parking meters or supervise others performing these activities. Parking meter Mechanics repair mechanical clock devices, troubleshoot and repair coin-operated devices, install meter heads, repair jams, oil mechanisms, and maintain coin collection devices using hand and light power tools (such as drills, vacuum devices, and oilers). They may also collect money from meters.

### DESCRIPTIONS OF LEVELS OF WORK

#### **Level I: Parking Meter Mechanic I** **3281**

Employees at this level maintain, repair, and inspect parking meters and may collect money from meters. They work under general supervision from a designated supervisor.

A Parking Meter Mechanic I typically--

1. maintains and repairs parking meters
2. collects money from parking meters, as required
3. winds parking meter clock mechanisms when required
4. inspects parking meters to determine if they are operating properly and replaces inoperative heads when necessary
5. maintains an inventory of repair parts, replacement meter heads, and other materials
6. prepares reports and records (such as service records, inventories, maintenance schedules, and meter locations)
7. monitors the activities of parking services personnel as required
8. performs related duties as assigned

#### **Level II: Parking Meter Mechanic II** **2604**

Employees at this level supervise to maintenance, repair, and inspection of parking meters and participate in difficult repair activities. They work under general supervision from a designated supervisor.

A Parking Meter Mechanic II typically--

1. supervises the staff responsible for maintaining and repairing parking meters by assisting in employee selection, providing training, and assigning and reviewing work
2. coordinates the work activities of the unit by establishing operating methods and procedures (such as preventative maintenance schedules and emergency repair priorities)
3. performs difficult meter repair (such as replacement of balance wheels, installation of clutch assemblies, replacement of coin counting segments, and replacement of bearings and winding apparatus)
4. determines need for and recommends purchase of new equipment, supplies, and parts
5. supervises the preparation of and ensures the accuracy of reports and records (such as service records, inventories, or meter locations)
6. acts as liaison with campus units (such as physical plant and security) to coordinate the installation of meters or coordinate special parking for events
7. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

**Level I: Parking Meter Mechanic I**

**3281**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of an applicable State of Illinois driver's license

NOTE: If required by the employing institution, employees must satisfactorily complete a parking meter manufacturer's repair school during their six-month probationary period.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to read and write
2. visual and manual ability to work with small parts for extended periods of time
3. ability to deal effectively with the public

**Level II: Parking Meter Mechanic II****2604****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. three years of work experience and/or on-the-job training in the repair of parking meters or similar mechanical equipment (such as coin-operated vending machines or small clocks)
2. possession of an applicable State of Illinois driver's license

**PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB**

1. possession of the attributes listed for the Parking Meter Mechanic I
2. knowledge of the mechanical functioning of parking meter heads and related timing and coin devices
3. supervisory ability